



Larry Hogan, Governor  
Boyd K. Rutherford, Lt. Governor  
Mary Beth Tung, Director

## OFFSHORE WIND WORKFORCE DEVELOPMENT GRANT PROGRAM (FY 2018)

**Funding Opportunity Announcement**

**March 2017**

### I. Program Overview

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The Maryland Energy Administration (MEA) Offshore Wind Workforce Development Grant Program (Fiscal Year 2018) will provide grant funding on a **competitive basis** to help prepare Maryland's workforce to participate in the global offshore wind industry. MEA will consider applications that would create a new offshore wind workforce training center or help an existing training center expand into workforce training for the offshore wind industry. Training center(s) must provide education of a technical skill(s) and safety standards which could be utilized for the construction, installation, and operations & maintenance of an offshore wind energy project. Applications must demonstrate how project proposals will benefit Maryland's emerging businesses, including minority-owned emerging businesses. More information is located in the "project description" of this document.

For more information please visit MEAs website at [www.energy.maryland.gov](http://www.energy.maryland.gov).

### II. Program Budget

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MEA has requested \$400,000 be made available for the Offshore Wind Workforce Development Grant Program for Fiscal Year 2018. MEA anticipates making one to four grant awards in amounts between \$100,000 and \$200,000. Applicants must provide a cost share of at least 50 percent.

### III. Funding Eligibility

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The Offshore Wind Workforce Development Grant Program is open to the following entities:

- Emerging businesses, including minority owned emerging businesses.
  - The Maryland Offshore Wind Energy Act of 2013 defines an emerging business as a business that is at least 51% owned and controlled by an individual or individuals who are certified to have a personal net worth, as defined in State Statute 14-301 of the State Finance and procurement Article, that does not exceed \$6,500,000 as adjusted each year for inflation according to the Consumer Price Index (Md. Code

Ann., State Government § 9-20C-01(e));

- Non-profits; and,
- State, Local, and Municipal governments and their agencies/institutions.

In order to be eligible to receive grant funding from the Offshore Wind Workforce Development Grant Program, an applicant that is not an emerging business as defined in Md. Code Ann., State Government § 9-20C-01(e) must demonstrate that the grant will be used for the benefit of emerging businesses in the State, including minority-owned emerging businesses.

The Maryland Offshore Wind Energy Act of 2013 included language encouraging minority participation. Following the spirit of the law, MEA strongly encourages entities representing minorities, as defined in Md. Code Ann., State Government § 9-20C-01(g), and veterans of the United States Armed Forces to apply to the Offshore Wind Workforce Development Grant Program.

#### IV. Project Description

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- The training center must provide technical training of skilled trades related to the construction, installation, and operations & maintenance of an offshore wind energy project. In addition to established trade skills, the training center must provide technical education in understanding relevant “blue prints,” using applied mathematics, and complying with current safety standards, for a wide range of applications including future offshore wind energy work.
- Examples of skilled trades utilized for the construction, installation, and operations & maintenance of an offshore wind industry include, but are not limited to, welding, metal fabrication, electrical work, millwrighting, and pile driving.
- MEA will give priority to applications proposing training centers for skilled trades required for the **construction** of an offshore wind energy project.
- Applicants will be required to demonstrate outreach and recruitment efforts to veterans of the United States Armed Forces and minorities, as defined in Md. Code Ann., State Government § 9-20C-01(g).
- Applicants will be required to demonstrate outreach and recruitment efforts to unemployed individuals and individuals with criminal records.
- Applicants will be required to make reasonable efforts to maintain progress records for all trainees, including their past working history, certifications obtained, and post training employment for up to one year after their training is complete.

- Applicants will be required to demonstrate that project proposals will benefit Maryland's emerging businesses, including minority-owned emerging businesses to prepare and participate in the offshore wind industry.

## **V. Application**

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### **Required Application Materials**

1. A completed and signed Fiscal Year 2018 Offshore Wind Workforce Development Grant Program application form;
2. A narrative of no more than 10, 8½ by 11-inch pages in 12 point font with 1 inch margins, including the following sections:
  - a. *Project Description.* This section should give the review team a broad overview of the proposed project. It should help the review team to understand how/why the project is viable and can be completed within the required timeframe. It should include, at a minimum, the following:
    - i. Details about proposed project location and facility;
    - ii. Details about the curriculum provided by the training center, including number of students, hours of class time/training, certifications, safety lessons, and estimated cost per student;
    - iii. Details about the proposed training instructors, including their education and employment background;
    - iv. Details about projected student/employee job placement upon successful graduation from the training program;
    - v. Details about projected benefits to students and emerging businesses provided by the training center;
    - vi. A discussion of economic and development opportunities that stem from the project in the offshore wind industry as well as any other industry;
    - vii. A discussion of how the project will benefit Maryland's emerging businesses, including minority owned emerging businesses to prepare and participate in the offshore wind industry;
    - viii. A discussion of any potential issues (legal, regulatory, etc.) the project could encounter;

- ix. A project work plan and timeline with key internal milestones; and,
  - x. Details about each project partner, including the nature of commitments made (financial or otherwise) by each project partner, the breakdown of responsibilities among project partners, biographies of key personnel to be involved in the project, and corporate/organizational qualifications.
- b. *Project budget and grant request.* This section should include details on total anticipated project costs, cost-share, and how the applicant intends to use grant funds. It should address why grant funding is necessary to implement the project, as well as how grant funds will increase business and economic development. It should include, at minimum, the following:
- i. A description of how the applicant intends to use grant funds;
  - ii. A total project budget with line items for equipment, labor, personnel, permitting/inspections, and administrative expenses (this can reference the pro-forma);
  - iii. Other sources of leveraged funds to be used in the project, including other federal/state grants and cash or in-kind services; and,
  - iv. How this project will become self-sufficient in the future. If this project is not designed to be permanent or self-sufficient, please discuss why.
3. Businesses must provide a certificate of status from the Maryland Department of Assessments and Taxation showing the applicant is in good standing with the State of Maryland (SDAT). Certificates of status can be ordered from SDAT online at [www.dat.maryland.gov](http://www.dat.maryland.gov);
4. An Applicant that is an emerging business must provide sufficient documentation, as determined by MEA, to demonstrate that the business is at least 51 percent owned and controlled by an individual or individuals who are certified to have a personal net worth, as defined in § 14-301 of the State Finance and Procurement Article, that does not exceed \$6,500,000 as adjusted each year for inflation according to the Consumer Price Index;
5. A financial pro-forma for the proposal including total cost, revenue streams, and relevant assumptions. Include a discussion of any values that cannot be quantified. Any confidential information on the pro-forma should be labeled accordingly by the applicant;
6. Site map (Google Earth) with location of the proposed training center.
7. All UL listing(s) and/or any other nationally recognized testing laboratory certifications for equipment required for permitting and installations;
8. Letter(s) of commitment from project financial partner/s indicating that funds are available or financing is secured for completion of the proposed project;

9. Letter(s) of support from all project partners; and,
10. Letter(s) of commitment from local businesses pledging to hire trainee graduates.

### **Confidentiality**

Please mark or otherwise indicate any portion of your application that you believe is confidential so that MEA may treat that portion accordingly, subject to the Maryland Public Information Act and other applicable law.

## **VI. Evaluation**

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### **Evaluation Process**

Qualified staff from MEA and/or other State agencies and institutions will form the evaluation team and review applications on a **competitive basis**. MEA reserves the right to contact applicants with questions and requests for additional information about the project proposals during the application review period. After an initial review, an applicant may be invited to present the proposal in person and answer questions from a panel of reviewers.

### **Evaluation Criteria**

Applications will be evaluated according to the following criteria.

- The training center's strategic importance in establishing a ready and able workforce for Maryland's offshore wind industry, business supply chain, and any other industry;
- A demonstrated need for specific trade skills as indicated by the offshore wind industry and business supply chain;
- Transferability of technical trade skills to industries outside of offshore wind energy;
- The viability of the specific training center and work plan (including the level of risk associated with the proposed project, potential for success, and cost effectiveness);
- How and to what degree the training center would benefit Maryland's emerging businesses, including minority-owned emerging businesses to prepare and participate in the offshore wind industry;
- Degree of support from local governments, academia, economic and development organizations and local businesses;
- The viability of long term success of the training center after the grant period ends;

- Geographic diversity; and,
- Completeness of application.

## VII. Anticipated Timeline

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The following timeline applies to the Offshore Wind Workforce Development Grant Program:

- March 2017:** Fiscal Year 2018 program is anticipated to be announced
- September 1, 2017:** Applications due by **12:00 pm** to [wind.mea@maryland.gov](mailto:wind.mea@maryland.gov)
- October 2017:** Applicants deemed eligible for further consideration may be invited for in-person presentations
- December 2017:** Target for grant award announcements
- February 2018:** Target date for having grant agreements signed (projects begin)

## VIII. Funding Requirements, Restrictions, and Conditions

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- Emerging businesses and non-profit organizations must demonstrate they are registered to do business in the State of Maryland and are in good standing with the Maryland Department of Assessments and Taxation (SDAT) by submitting a certificate of status. Government entities are not required to submit a certificate of status.
- Applicants selected for an award under this Program shall be required to submit an IRS W9 form to MEA prior to entering into a Grant Agreement. Instructions regarding W9 submission to MEA will be provided to successful applicants with the notice of grant award.
- All projects and emerging businesses must be located in the State of Maryland.
- If an applicant chosen to receive a grant from the Offshore Wind Workforce Development Grant Program is a business, MEA will require additional documentation demonstrating applicant is a qualified emerging business.
- To receive grant funding for a project, the successful applicant must enter into a Grant Agreement with MEA by February 1, 2018, unless an extension is given in writing by MEA.
- A grant will not be awarded for any work that commenced prior to the effective date of the

#### Grant Agreement with MEA.

- Before any work commences, all projects selected for a grant must be reviewed by the Maryland Historical Trust (MHT) or the qualified historic preservation expert on MEA's staff to ensure that no historic property will be adversely impacted. MEA may require the Grantee to provide additional information concerning the proposed project site, in order to enable the historic preservation review. Any project identified to cause adverse impacts on historic properties shall not be eligible for grant funding under this Program.
- MEA reserves the right to obligate all, some, or none of the Offshore Wind Workforce Development Grant Program budget, based on the number, quality, funding availability and eligibility of submitted applications.
- Any grant payment is contingent upon inspection of the project by MEA, at MEA's discretion, and compliance with all program requirements and terms and conditions.
- The Offshore Wind Business Development Fund is used to provide grants for both the Offshore Wind Business Development Grant Program and Offshore Wind Workforce Development Grant Program. MEA reserves the right at its sole discretion and without notice to redistribute total program grant funding between these two programs.

## **IX. Questions**

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Grant application questions should be submitted to Samuel Beirne, Wind Energy Program Manager via email at [wind.mea@maryland.gov](mailto:wind.mea@maryland.gov).

Questions about program design will be posted to the Offshore Wind Workforce Development Grant Program webpage after identifying information is removed. The postings will be updated as needed.

## **X. Submission**

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While MEA prefers electronic application submissions, hardcopy applications will be accepted. All electronic files sent to MEA must be attached as a **single document**. MEA will not consider late or incomplete applications.

Please Submit Application Packages by **12:00 pm (Noon) on Friday, September 1, 2017** to:

[wind.mea@maryland.gov](mailto:wind.mea@maryland.gov)

(Adobe PDF Format)

**OR**

Maryland Energy Administration  
Offshore Wind Workforce Development Grant Program  
1800 Washington Boulevard, Suite 755  
Baltimore, MD 21230

**APPLICATIONS WILL NOT BE ACCEPTED AFTER  
12:00 PM (NOON), FRIDAY, SEPTEMBER 1, 2017**